Headquarters U.S. Air Force

Integrity - Service - Excellence

AFCEE DECENTRALIZED ORDERING

U.S. AIR FORCE

Updated 17 Dec 2008

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Overview

- What is Decentralized Ordering?
- Current AFCEE Contracts
- The Four-Step Process
- Why Decentralized Ordering?
- AFCEE Points of Contacts

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What is Decentralized Ordering?

- **Allows multiple organizations to access AFCEE contracts in support of AF missions**
  - **Open access for AF contracting activities**
  - **Access for other agencies by AFCEE/CC approval**
- **Ideal if organizations who want to use an AFCEE contract but want to "do it themselves"**
  - **Quick, efficient alternative for placing requirement on contract**
- **Using Decentralized Ordering should be a decision coordinated with Civil Engineering, Contracting, and Base Leadership**

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Current Programs Supporting Decentralized Ordering

- **4PAE08 – Worldwide Planning, Program and Design**
  - **Supports restoration, pollution prevention, conservation and planning, and construction management. Provides traditional A-E services for design preparation and work plan development; Title II project surveillance and contract administration.**
  - **Program Ceiling = $3B**
  - **29 Primes**

Current Programs Supporting Decentralized Ordering (cont)

- **ECOS - Environmental, Construction, Operations and Services**
  - **Offers a broad range of construction, repair, services for environmental conservation, compliance, pollution prevention and clean-up activities and demolition work, to include both traditional and environmental.**
  - **Program Ceiling = $300M**
  - **7 Primes**

Current Programs Supporting Decentralized Ordering (cont)

- **DBP03 – Design Build Plus 03**
  - **The DB+ follow-on provides single and multifamily housing, commercial and institutional facilities, and to a lesser extent other facility types as necessary.**
  - **Program Ceiling = $2.1B**
  - **13 Primes**
    - **Full and Open**
      - **8 Primes**
    - **8(a) Program Ceiling = $400M**
      - **5 Primes**

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Current Programs Support Decentralized Ordering (cont)

- **HERC – Heavy Engineering Repair and Construction**
  - **Encompasses the full range of methods and technologies supporting activities necessary to design and construct new facilities and infrastructure.**
  - **Program Ceiling = $6B**
  - **20 Primes**

Current Programs Supporting Decentralized Ordering (cont)

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- **WERC 09- Worldwide Environmental Restoration and Construction-CURRENTLY ON HOLD**
  - **Full range of construction and engineering activities to meet all base requirements. Offers environmental and secondary traditional engineering needs as well as demolition repair, emergency reports, and operation and maintenance opportunities for both environmental & traditional engineering activities.**
  - **Program Ceiling = CURRENTLY ON HOLD**
  - **CURRENTLY ON HOLD**

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Decentralized Ordering Four Step Process

- **Step 1 – Review AFCEE DCO website**
  - **Website provides guidelines for use of AFCEE DCO Program**

    http://www.afcee.brooks.af.mil/pkv/decentorder/
  - **Contact AFCEE POC for further clarification**
    - **Primary contact Comm – (210) 536-1148 or DSN 240-1148**
    - **Alternate contact Comm – (210) 536-1173 or DSN 240-1173**

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Decentralized Ordering Four Step Process (cont)

- **Step 2 – Prepare/Submit Request Package**
  1. **SOW**
     - **Use same format as the applicable AFCEE basic contract SOW**
  2. **Proof of funding (must be currently available)**
     - **MIPR**
     - **Certified Form 9**
  3. **Decentralized Order Request Worksheet**
     - **Available on AFCEE website**
  4. **IGE**
  5. ***Contractor Selection Letter**

  ***To be submitted "after" competition per Mr. Correll's Fair Opportunity policy letter dated 8 Oct 2008. A&E Design exempt-FAR 36.6: If A&E design will not be competed, contractor selection letter shall be submitted with request package**

Note: Contractors may <u>not</u> be solicited until authorization to use AFCEE's contracts has been granted.

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Decentralized Ordering Four Step Process (cont)

Anticipated processing time is 10 business days from receipt of a *complete* request package.

- **Step 3 – Execute MOA**
  - **Within 30 days of receiving MOA**
    - **Coordinate signatures and return to AFCEE POC**
    - **Cancel request**

Note: MOA will expire and request will be automatically cancelled after 30 days.

Decentralized Ordering Four Step Process (cont)

- **Step 4 – Follow up with AFCEE DCO POC**
  - **Within 90 days**
    - **Award Task Order**
      - **Forward copy of award documents to AFCEE POC within 5 business days**
      - **If award will not/cannot be made, notify AFCEE POC to cancel or extend MOA**

Decentralized Ordering Four Step Process (cont)

Step 4 – Cont

- **After award**
  - **Modifications**
    - **Administrative – provide copy within 5 business days**
    - **Scope changes – coordinate with AFCEE *prior* to issuing modification**
    - **Modifications increasing funding – coordinate with AFCEE *prior* to issuing modification.**
  - **Close Out**
    - **Provide Completed DD Form 1594, Contract Completion Statement within 5 business days**

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Why Decentralized Ordering?

- Process used to support Air Force missions
- Benefits to Customer
  - Allows multiple PCO/multiple offices
  - Highly flexible process
  - Provides access to extensive A&E, environmental and construction capabilities
  - Fast contracting mechanism
  - Requestor controls process and gets credit for contract action
  - Customer administers the task order

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AFCEE Point of Contact

For questions related to Decentralized Ordering or to e-mail Decentralized Documentation

Please contact:
The AFCEE Decentralized POC

Primary: (210) 536-1148
DSN 240-1148
or
Alternate: (210) 536-1173
DSN 240-1173